

PARENT HANDBOOK

INTERNATIONAL SUMMER CAMP

JUNE, 2021



Typical Day at International Summer Camp

Every day at The Glen Montessori School's International Summer Camp is fun-filled with activities centered around the week's "destination." Program components focus on the culture, geography (animals, biomes), traditions, languages, art, games, and music from each country.

Additionally, we offer art and music activities, periods of free choice for reading, games, arts & crafts or quiet time. There are daily yoga sessions, active games and optional water activities.

Naptime is incorporated for Regular Day Investigators (age 3, must be potty-trained) and Adventurers (age 4). Following lunch, Trailblazers (age 5) have a rest period and Pathfinders (age 6-12) have a quiet reading and/or relaxation time.

What to wear and bring to camp?

Your Explorer should wear play clothes that can get messy and athletic shoes (no flip-flops permitted).

Each day Explorers should come to camp wearing sunscreen and bring a backpack with a spill proof water bottle, brown bag lunch, towel, crocs (or other water shoe - no flip-flops!) and extra clothes in case your camper gets wet.

Each week your Explorer will need to bring sunscreen (labeled with name), naptime supplies and a change of clothes.

Water Activities

Daily water activities are available for children as weather permits. Swimsuits are not needed, but water shoes and towels are helpful.

Lunch

Lunches are brought from home daily, and should be nut-free. A reusable lunch box with reusable containers and spill proof water bottles is suggested. If your child has any allergies, please be sure they are properly identified when you register and camp counselors are notified.

The Glen is a nut-free campus. Please read labels carefully and do not include nut products in your child's lunch. If nut products are included in the lunch, it will be returned home unopened.

Medical Considerations

Medication

All medications should be sent in original prescription bottles. Any medication which needs to stay on school campus must be accompanied by an 'Action Plan', which can be obtained through the school office. No medication, sunscreen, lip balm or hand sanitizer may be in the child's possession.

Sunscreen

Sunscreen should be applied **prior to drop off** in the morning. Summer camp counselors will work with your child to ensure sunscreen is applied again before going outside in the afternoon.

Drop-off and Pick-up

This year, The Glen is handling drop-off and pick-up through the carline only. Parents are asked to review the 2021 International Summer Camp Daily Procedures for the most up-to-date procedure, including current attestation forms, daily health screening and locations. Your families assigned drop-off and pick-up times will be listed in the weekly *Montessori Minute*.

If you arrive after your assigned car line time slot, you must park your car behind the building and walk your child to the front door. There, you must wait outside for a staff member to do a health screening and check your attestation form. Then your child may enter the building. This may take several minutes as staff will be escorting children to their classrooms at this time.

Behavior and Suspension Policy

We ask the child to respect each other, the property of others, the facility, themselves and the group. Our positive approach, which respects the child as an individual, is accomplished through a partnership between home and school. When the health, welfare, and safety of children are at stake, The Glen reserves the right to terminate summer camp with one day notice to the family. The behavior policy is strictly enforced on and off campus. The Glen reserves the right to make alternative plans, without notice, when safety concerns prevent a child from attending a field trip.

Health Policy and Safety Precautions for COVID-19

The Glen created a COVID-19 Task Force, composed of medical, legal, and risk assessment experts, to advise the Administration and Board of Directors on the creation of [COVID-19 health and safety procedures](#) aimed at mitigating the spread of this virus.

Please review [The Glen's Health Policy](#), amended for the current pandemic. Refunds will not be offered if your child becomes ill with COVID-19 or other childhood illness and they are unable to attend all or part of their camp sessions.

"Travel" Destinations for 2021

June 7-11	Australia
June 14-18	Japan
June 21-25	Indonesia
June 28-July 2	Zimbabwe
July 6-9	Algeria (no camp on Monday, July 5)
July 12-16	Italy
July 19-23	Portugal
July 26-30	Denmark
Aug 2-6	United Kingdom
Aug 9-13	Iceland
Aug 16-20	Mexico

Age Groups

All age groups are determined by birth dates on **June 1, 2021**. Children with summer birthdays will not be moved to another group through the summer.

- Investigators - Age 3 (must be toilet trained)
- Adventurers - Age 4
- Trailblazers - Age 5
- Pathfinders - Age 6-12

Camp Enrollment

The Glen International Summer Camp 2021 is open to families enrolled for the 2020-2021 and 2021-2022 school year. We hope to return to accepting children from the greater community in Summer 2022.

To sign your child up for Summer Camp 2021, please complete this [Registration Form](#). Your registration will be added to FACTS for payment within one week of completing this form. **Your child's registration is not confirmed until payment is received.**

Child Care Works Subsidy

The Glen accepts Child Care Works Subsidy as partial payment for Summer Camp.

Family approval letters must accompany registration; please be sure to mail a copy of your letter to the school when completing your online. Please call 412-318-4885, ext. 0 for more information.

Schedule and Pricing Options

	Monday - Thursday (choose 3 days)	5- day
Morning Session: 8:30 am - 12:00 pm	\$95.50	\$137.00
Regular Day Session: 8:30 am - 4:00 pm	\$126.00	\$200.00

Changes/Cancellation/Refund Policy

All cancellations or changes in enrollment must be made in writing by the parents/ guardian one month before the start of the session (by the registration due dates listed below). Cancellations after this date will not receive a refund.

Additionally, refunds are not offered for missed or partially-attended weeks. When you enroll you are reserving the time, space, staffing and provisions for your child whether or not he attends.

Pick up Late Fees

If you pick your child up late, you will be charged a late fee of \$1 per minute for as long as your child remains in our care. Pick up times are scheduled as follows:

Morning Session: 12:00 pm

Regular Day Session: 4:00 pm

Late payment fees are entered into your FACTS account within five business days for payment. Three late pick-ups may result in a change in your child's program.

Registration Deadlines

Registration and payment must be completed (including a commitment to a specific 3-day schedule) one month in advance to ensure appropriate staffing and materials. The due dates* are as follows:

June sessions are due May 17,

July session registration is June 21, and

August session registration is July 19.

The Glen Montessori School Non-Discrimination Clause

Services are provided and admissions/referrals are made without regard to race, color, religious creed, ancestry, gender, sexual orientation, disability, age or national origin.

